

# **GUIDELINES FOR CLEARING PERMIT APPLICATION**

## **THE CORPORATION OF THE COUNTY OF WELLINGTON PURSUANT TO FOREST CONSERVATION BY-LAW NO. 5115-09**

A Clearing Permit is required to undertake any clearing in a woodland.

### **DECISION PROCESS**

If the area to be cleared does not exceed 0.5 hectares (1.24 acre), an Officer can review and make a decision on the application. If the area to be cleared is greater than this, the decision on the application will be made by senior County staff or County Council.

### **APPLICATION REQUIREMENTS**

- NO TREE CUTTING CAN OCCUR UNTIL A PERMIT HAS BEEN ISSUED
- A Scoped Environmental Impact Study may be required if the County feels it appropriate. Study requirements will be determined by County Staff. The study will generally be circulated to the appropriate conservation authority for comments prior to permit approval.
- Limitations on tree removal will be indicated and may vary depending on the scope of the work.
- Prior to submitting your Application, you are required to review the Wellington County Forest Conservation By-Law
- ALL sections of the Application are to be completed in full, signed by all appropriate individuals.
- ALL applications are to be delivered to Carli Rietkerk, c/o Planning & Development Department, 74 Woolwich Street, Guelph, ON N1H 3T9 or via email: [carlir@wellington.ca](mailto:carlir@wellington.ca)
- An incomplete or illegible application will not be processed and will be returned to the applicant.

### **EFFECTIVE DATES OF PERMIT**

The Clearing Permit is valid for 1 year after approval. The County may extend the Permit for additional years if the clearing is delayed or an extension required for other reasons.

### **DESCRIPTION OF AREA TO BE CLEARED**

- The boundary of the area to be cleared shall be clearly marked to the assigned Officer's satisfaction, with a paint mark at least two (2) inches square on at least two opposite sides of the tree at approximately 1.3 meters above the highest point of ground at the base of the tree.
- A vertical paint line shall be placed at the tree base below the saw line and extending to the ground, to the Officer's satisfaction.
- A description of the property and the area proposed for clearing must be included.
- Reasons for requesting the clearing must be included
- A map showing the property with the area proposed for clearing must be included. This map may be hand drawn provided it is clear and legible.

**FEES:** Clearing Permit \$0     **SIGN** Property permit sign will be provided by County

### **COMPLETED APPLICATIONS RECEIVED BY**

All completed applications are to be dropped-off, mailed or emailed to Carli Rietkerk, Planning and Development Department, County of Wellington, 74 Woolwich Street, Guelph, Ontario N1H 3T9. [carlir@wellington.ca](mailto:carlir@wellington.ca) (519) 837-2600 Ext. 2140. Faxed applications will no longer be accepted.

# CLEARING PERMIT APPLICATION

## THE CORPORATION OF THE COUNTY OF WELLINGTON PURSUANT TO FOREST CONSERVATION BY-LAW NO. 5115-09

THIS PERMIT APPLICATION TO BE COMPLETED, SIGNED BY ALL APPROPRIATE INDIVIDUALS AND DELIVERED TO THE FOREST CONSERVATION BY-LAW OFFICER, 74 WOOLWICH STREET, GUELPH, ON N1H 3T9, COUNTY OF WELLINGTON BEFORE THE PERMIT APPLICATION WILL BE CONSIDERED. PROVIDE AT LEAST 14 DAYS BEFORE A PERMIT MAY BE ISSUED.

**Fill in or Circle** the appropriate information.

(Agent is individual acting for the Property Owner)

Property Owner:  
Mailing Address:

Property Owner's Agent:  
Mailing Address:

Postal Code:

Postal Code:

Telephone:

Fax:

Telephone:

Fax:

Email:

Email:

Date of Purchase of property/land: \_\_\_\_\_

Civic Address (number & road name) of property:

\_\_\_\_\_

Legal Description of property: Lot \_\_\_\_\_ Concession \_\_\_\_\_ Township \_\_\_\_\_

Area of Property: \_\_\_\_\_ Forest Area on Property: \_\_\_\_\_ Forest area to be cleared: \_\_\_\_\_

Is this woodland enrolled in the Managed Forest Tax Incentive Program?      **Yes**    **No**

Is this woodland enrolled in the Conservation Land Tax Incentive Program?      **Yes**    **No**

Reasons for clearing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Timetable:

\_\_\_\_\_

Reforestation Elsewhere?

\_\_\_\_\_

\_\_\_\_\_

**Please provide sketch of property showing the area(s) to be cleared below:**

Show property boundary, forested areas, agricultural areas, area where trees are to be cleared, buildings, roads, logging access, north arrow, access for By-law officer, roads, drains, wetlands, watercourses & other features.

Color of Paint Used: \_\_\_\_\_ Method of Marking \_\_\_\_\_  
*(The boundary of the area to be cleared must be marked to the Officer's satisfaction).*

**CONTRACTOR INFORMATION:**

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

1. I agree that operations will be in accordance with the provisions of Forest Conservation By-law No. 5115-09 of the County of Wellington, and that I am familiar with the contents and requirements of this By-law.
2. Further, I agree to contact the Forest Conservation Officer assigned, one day prior to the start of cutting and one day prior to the resumption of work after a fourteen day delay.

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WELLINGTON COUNTY MAILING ADDRESS:**

Carli Rietkerk, c/o Planning and Development Department, County of Wellington, 74 Woolwich Street, Guelph, ON N1H 3T9.  
Email [carlir@wellington.ca](mailto:carlir@wellington.ca)